

Position: Maintenance Supervisor
Reports to: The Director of Facilities
Property: The Village, University of South Florida
FLSA: Exempt Salary Range: \$50,000 - \$55,000 annually

Position Description:

Reporting to the Director of Facilities; the Maintenance Supervisor is primarily responsible for assisting the director in facilities management, coordinating and supervising the work of employees and vendors, maintenance and upkeep of buildings and equipment, projecting a professional image and managing an environment where communication and customer service excel.

Essential Duties & Responsibilities:

- This is a working Supervisor position and will take part in 24hr on-call duty rotation.
- Must participate in completion of regular work orders and tasks including; general furniture repair, painting, plumbing, appliance repair, electrical repairs and HVAC repairs.
- Manage a facilities maintenance plan, preventive maintenance schedule, and auditing of work orders for completion, accuracy and quality. Respond to all service requests within 24 hours.
- Participates in internal / external manager level meetings as scheduled and assigned.
- Takes part in emergency preparedness planning and as essential personnel in emergencies.
- Oversees maintenance staff performance, training, professional development
- Assists and participates in the creation of the on-call duty schedule.
- Works to support the whole Facilities Team in their duties and responsibilities; creating a student first environment excelling in customer service, communication, and quality of service.
- Ensures proper safety procedures are being followed; Personal Protective Equipment is used and health & safety policies enforced.
- Oversees and supervises Turn preparation, processes and inspection for their department.
- Assists in responsibility for keying and coring of locks and maintaining lock procedures, log books and protocols for key management and security.
- Assists in the bid creation and review process for vendors and 3rd party contractors.
- Oversees work performed by various vendors / 3rd party contractors and inspects upon completion to ensure quality workmanship.
- Takes part in regular inspections of the buildings and systems.
- Maintains inventory of tools and equipment. Organizes and secures all maintenance storage units, shop and maintenance office. Orders parts, appliances, tools, equipment and furniture to ensure appropriate attic stock is maintained.
- Ensure compliance of all work related activities with company policies and procedures and perform all duties and responsibilities in compliance with company, and generally accepted, safety practices.
- Other duties as assigned.

Supervisory Responsibilities:

Directly supervises five Maintenance & two Preventive Maintenance Technicians as well as summer painters. Carries out supervisory responsibilities in accordance with COCM policies and applicable laws.

Required Education and/or Experience:

- Post-Secondary education such as Associate's Degree or Vocational Degree; and/or five to seven years of relevant experience and expertise in plumbing, HVAC, electrical and mechanical systems as well as generally accepted maintenance practices.
- 608 (universal) certification; knowledge of chilled water systems, fan coil units and RTU's.
- Previous supervisory experience and experience with gathering / analyzing data, reports, budgets and with Microsoft Office.

Preferred Education and/or Experience:

- Bachelor's Degree in Facilities Management, Project Management, or a related field.
- Previous experience working with facilities management in student housing or campus facilities.
- Experience managing, and/or knowledge of, emergency preparedness plans and planning.
- Experience with generators, LEED standards, and with EH&S program management.
- Bilingual (Spanish)

To apply for this position please use the following link for our online application:

https://workforcenow.adp.com/jobs/apply/posting.html?client=COCM&jobId=31248&lang=en_US&source=CC3